



### **Seasonal Welcome Center Specialist – Summit Visitor Center**

Greet and assist visitors in their travel needs by providing up to date information, promoting Wyoming sites, attractions, events, and points of interest to facilitate a longer stay in Wyoming. Be able to guide visitors to their destination and show points of interest along the way. This seasonal position works from mid-May through mid-October. The Summit Visitor Center is located on I-80 at exit 323 between Laramie and Cheyenne.

### **SEASONAL WELCOME CENTER REQUIREMENTS**

- Must be able to attend mandatory training May 31-June 3, 2016
- Must be able to work evenings, weekends, and holidays
- Must be able to lift 35 pounds
- Must have excellent people skills
- Some in-state travel required

### **RESPONSIBILITIES**

This position provides customer service to all those who enter the Welcome Center. Qualified candidates must be able to provide excellent customer service and some knowledge of Wyoming history, geography, and motor vehicle laws is a plus. Basic computer knowledge of Microsoft software programs for data entry purposes is a required skill.. Must be resourceful and able to find information from various sources including but not limited to the internet, in house reference library, and existing marketing materials. Must be familiar with Wyoming tourist attractions, sites, and recreational opportunities including local, statewide, and regional events. Be familiar with major highways and throughways, highway safety concerns including but not limited to passenger restraints, speed limits, construction zones, and weather. Keeps visitor information items such as brochures and marketing materials fresh by re-stocking and keeping organized. Load and unload visitor materials and tracking inventory. Maintain appearance of the center by routine cleaning and addressing minor problems that may occur. Keep excellent working relationship with staff members.

### **FORMAL REQUIREMENTS**

High school diploma or equivalent, knowledge of computer software, excellent knowledge on the state of Wyoming, excellent people skills and work ethic.

Position is open until filled however application materials received by by the end of the business day April 21, 2016 will receive priority consideration.

#### **Submit application, resume and cover letter to:**

Katie O'Bryan  
Wyoming Business Council  
214 W. 15<sup>th</sup> Street  
Cheyenne, WY 82001  
[wbc-applications@wyo.gov](mailto:wbc-applications@wyo.gov)